

CITY OF COVINA



HAZARDOUS MATERIAL INCIDENTS RESPONSE HANDBOOK

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INTRODUCTION

This handbook was written by the Environmental Services Division and contains procedures to help City personnel respond to hazardous material incidents.

The handbook's procedures are categorized by types of incident. Personnel should locate the category that best describes the incident they face, then follow the guidelines given in that category.

DEFINITIONS

Hazardous Material. A material that meets State of California criteria defining a hazardous waste. The Los Angeles County Health HazMat Unit determines whether a spilled, discharged, or illicitly disposed of material meets the state's criteria.

Hazardous Material Incident. Spill or discharge (whether accidental or intentional) or illicit disposal of a hazardous or semi-hazardous material, whether on public or private property, that threatens the health, safety, and well being of people and wildlife either directly or indirectly (as, for example, through entry into the storm drain system).

Hazardous Materials Squad, Los Angeles County Fire Department. Works in conjunction with Health HazMat Unit and the Fire Department to identify, control, contain, decontaminate, and monitor hazardous material incidents.

Hazardous Waste Disposal Firms. Depending on the circumstances, it may be necessary to enlist the services of a private firm that specializes in the disposal of hazardous and semi-hazardous waste. The City of Covina maintains open purchase orders with the private firms listed under "Important Telephone Numbers" in this handbook. These firms are available 24 hours a day and have been certified by the State of California as competent to remove hazardous and other undesirable wastes safely and legally. When it is necessary to have a private firm deal with a hazardous waste incident, solicit bids from at least three of the firms if there is time. Then select the low bid. If there is an emergency and time is critical, select one of the firms from the list.

Health HazMat Unit, Los Angeles County. For most incidents, it will be necessary to call the Los Angeles County Health Hazardous Materials (HazMat) Unit to the scene. The Health HazMat Unit enforces Chapter 6.5 of the California State Health and Safety Code. It must respond to all calls concerning:

1. Spills, discharges, or illicit disposals of more than 100 gallons of diesel fuel or more than 25 gallons of gasoline.
2. Spills, discharges, or illicit disposals of non-automotive fluids.
3. Instances in which complications have occurred that the City cannot handle with its own resources (for example, 50 gallons of diesel fuel enter a storm drain).

The Health HazMat Unit is responsible for identifying the offending substance, identifying a responsible party (if possible), prosecuting that party under state law, ensuring financial coverage of the cleanup and disposal, supervising the cleanup and disposal, and declaring the incident closed.

Illicit Disposal. Discharge or deposit of a hazardous or semi-hazardous material in ways that violate municipal, county, and state laws governing the safe and healthful disposal of such material.

Semi-Hazardous Material. A material that does not meet State of California criteria defining a hazardous waste but is still to some degree toxic, corrosive, flammable, reactive, noxious, or in some other way objectionable or unhealthful to human beings and wildlife. Diesel fuel, gasoline, automotive oil, automotive lubricants, sewage, and fresh concrete are examples of semi-hazardous materials.

IMPORTANT TELEPHONE NUMBERS

Los Angeles County Fire Department	911
Los Angeles County Fire Department Command and Control (Inquiries)	(323) 881-6183
Los Angeles County Health HazMat Unit	(323) 890-4317 (daytime) (323) 881-6183 (night)
Los Angeles County Environmental Health Department	(626) 813-3360 (weekdays only)
* Los Angeles County Health Environmental Health 24 hour sewage discharge reporting hotline	(213) 974-1234
Los Angeles County Sanitation Districts (overflow, odors, emergency)	(562) 437-6520
FAA Los Angeles Center Operations Manager (To request airspace restrictions)	(661) 265-8205
* State Office of Emergency Services	(800) 852-7550
State Department of Toxic Substances Control (drug labs)	(800) 260-3972 or (916) 255-6504 (weekdays)
** California Regional Water Quality Control Board, Los Angeles Region	(213) 576-6600 or (213) 620-2038 (213) 576-6640 FAX
City of Covina Building Division	(626) 858-7236
City of Covina Environmental Services Division	(626) 858-7252
City of Covina Public Works Street Division	(626) 858-7294
Certified hazardous waste disposal firms with which City has open purchase orders:	
Clean Harbors 5756 Alba Street, Los Angeles, CA 90058	(323) 277-2600
Consolidated Waste Industries, Inc. 10680 Silicon Avenue, Montclair, CA 91763	(800) 233-3748 or (909) 482-2267
Island Environmental Services, Inc. 3359 W. Pomona Boulevard Pomona, CA 91768	(800) 400-4347 or (909) 598-4449
United Pumping Services, Inc. 14000 E. Valley Boulevard., City of Industry, CA 91746	(626) 961-9326 Mike Hedden cell (626)890-7079
Certified hazardous waste disposal firm for bio-medical waste (open purchase order):	
Stericycle 2775 E. 26th Street, Vernon, CA 90023	(323) 263-6344
Contact for explosives disposal:	
Los Angeles County Sheriff's Department San Dimas Station	(909) 332-1184
* Per Executive Order No. WQ-2008-0002-EXEC, these entities are to be notified within 2 hours of the city becoming aware of certain categories of SSO discharges.	
** Per Executive Order No. WQ-2008-0002-EXEC, the Regional Board must be provided written certification for certain SSOs within 24 hours.	

INITIAL RESPONSE TO HAZARDOUS MATERIAL INCIDENTS: RESPONSIBILITY BY DEPARTMENT

Different departments may be "first respondents" to different kinds of hazardous or semi-hazardous material incidents. Frequently encountered incidents are listed below, together with the departments that may first report to the scene. These first respondents may call in other departments as needed to deal with the incident. To notify the Fire Department, call 911.

- | | | |
|----|--|---------------------------------------|
| 1. | Vehicle accident resulting in spill of hazardous or semi-hazardous material | POLICE DEPARTMENT/
FIRE DEPARTMENT |
| 2. | Spill, discharge, or illicit disposal of hazardous or semi-hazardous material or potential release of materials because of fire, accident, or disaster | POLICE DEPARTMENT/
FIRE DEPARTMENT |
| 3. | Drug lab dismantlement | POLICE DEPARTMENT |

ENVIRONMENTAL NOTIFICATION

Environmental Services Division shall report to the California Regional Water Quality Control Board, Los Angeles Region, any noncompliance with the NPDES storm water permit, e.g., illicit discharge or disposal, that may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the City becomes aware of the circumstances. A written submission shall also be provided within five days of the time the City becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times and, if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.

TYPES OF INCIDENTS

1. HAZARDOUS MATERIAL:

Responsibility:

The County Fire Department responds to the scene of the incident, determines extent of hazard and summons County Health HazMat Unit if necessary. In the case of a drug lab, Police Department personnel notify County Health HazMat Unit. The responsible department initiates incident command and control, hazardous substance containment, cleanup, disposal, enforcement of hazardous waste laws, and final clearance of the scene, personnel, and equipment from contamination.

Actions:

These include assessing the incident, setting up the incident command system, gaining assistance, conducting rescue, isolating the scene, evacuation, substance identification, containment, cleanup, and final clearances.

1. Call Fire Department who will call the County Health HazMat Unit. HazMat will determine whether the offending substance meets state criteria defining a hazardous material. HazMat will also try to identify a responsible party.
 - a. Responsible Party Identified. HazMat will require the responsible party to effect cleanup and disposal under HazMat's supervision and cover the cost. HazMat will also prosecute this party under state law governing the violation.
 - b. No Responsible Party Identified. HazMat will assume responsibility for effecting cleanup and disposal. The State of California will cover the cost.
2. Fire Department will call the State Office of Emergency Services to report incident and receive control number.
3. In the case of a drug lab, Police Department notifies State Department of Toxic Substances Control to take samples, secure the scene, package and contain the hazardous materials, and dispose of the materials. If Department of Toxic Substances Control cannot fund the cleanup operation, Police Department will solicit bids from three private hazardous waste disposal firms and select one to report to the scene to perform cleanup and disposal. In an emergency that is time-critical, Police Department may select a firm without soliciting bids.

Cost to City:

Labor of personnel who respond to incident.

Possibly the disposal of drug lab materials by a private hazardous waste firm.

2. SEMI-HAZARDOUS MATERIAL OTHER THAN AUTOMOTIVE FLUIDS (see subparagraph 3 for sewage spill actions):

Responsibility:

The County Fire Department responds to the scene of the incident, determines extent of hazard and summons County Health HazMat Unit if necessary. The City may be responsible for cleanup and disposal. The responsible department initiates incident command and control, hazardous substance containment, cleanup, disposal, enforcement of hazardous waste laws, and final clearance of the scene, personnel, and equipment from contamination. The incident commander may change as determined by the situation.

Actions:

These include assessing the incident, setting up the incident command system, obtaining assistance from all necessary departments, agencies, and private parties, conducting rescue, isolating the scene, evacuation,

substance identification, containment, cleanup, and final clearances. In the event of a sewage spill, see paragraph 3. If the sewage spill is minor or is contained on private property, see paragraph 3 but only notify County Environmental Health and Building Division and/or Public Works Street Division--do not notify the Fire Department.

1. Call Fire Department and the County Health HazMat Unit. HazMat will try to identify a responsible party.
 - a. Responsible Party Identified. HazMat will require the responsible party to effect cleanup and disposal and cover the cost. HazMat will also prosecute this party under state law governing the violation.
 - b. No Responsible Party Identified. The City of Covina must assume responsibility for cleanup, disposal, and possible future cost recovery.
2. If necessary, the City, under the supervision of HazMat, will ensure that cleanup and disposal are completed.
 - a. Small amount, no complications. The Public Works Department will manage cleanup and disposal if the substance is containerized, or a spill is amenable to dry cleanup measures.
 - (1) Containers will be taken to the City Yard and the contents recycled or properly disposed of.
 - (2) In the case of a spill, the substance will be treated with sand or kitty litter, which will then be swept up, containerized, and taken to the City Yard. Under no circumstances shall the litter or sand used in cleanup be left on the street or other surface. If left to be dispersed by wind, rain, or vehicle traffic, the contaminated litter or sand will eventually enter the storm drain system in violation of the City's NPDES permit requirements.
 - (3) If the containerized substance or contaminated litter should not be placed in the trash, the Public Works Department will solicit bids from three private hazardous waste disposal firms for a non-emergency pickup.
 - b. Large amount OR complications. If the amount of substance is too large for City resources or there are complications that place cleanup and disposal beyond City capabilities, Public Works Department will solicit bids from three private hazardous waste disposal firms and select the low bid to report to the scene to perform cleanup and disposal. In an emergency that is time-critical, the Public Works Department may select a firm without soliciting bids.
3. In the event of a sewage spill, the County Fire Department notifies and advises County Environmental Health Department of the situation. The Fire Department also notifies the Public Works Department and, if the spill is on private property, the Building Division. Building Division personnel will report to the scene and, if necessary, they will order the facility to shut down. Building Division personnel will only remain if immediate inspection of building related construction might be required. On weekends and after duty hours, Fire Department personnel will respond and handle the situation until Public Works Department personnel are available. The Building Division will be involved as outlined above.

In all cases, containment and cleanup of the sewage spill must begin immediately. Cleanup will be contracted by the property owner and will continue until Environmental Health is satisfied. The affected business may reopen or the residence may be reoccupied once the requirements of the County Environmental Health Department have been met.

The Public Works Department is responsible for the incident command once the Fire Department has turned the situation over to them. Public Works personnel responding to a sewage spill or overflow should contain the spill to prevent entry of the sewage into the storm drain system or natural watercourse. This may involve a coordinated effort between the sewer, street, and storm drain maintenance crews. To the maximum extent possible, sewage should be prevented from entering the storm drain system by covering or blocking storm drain inlets and catch basins; or by containing or diverting the overflow away from open channels and other storm drain fixtures (using sandbags, inflatable dams, etc.). In the event that raw sewage enters a storm drain catch basin, where possible the sewage should be vacuumed or pumped out of the catch basin. If a sewage overflow enters a

storm drain channel, where possible the downstream channel area should be blocked, flushed with potable water and the captured water pumped to a nearby sewer manhole. Once the spill is contained, it should be removed and the area disinfected. Every effort should be made to ensure that the disinfectant is not discharged to the storm drain system, using methods such as those described above. These procedures may be modified based on evaluation of the situation by Environmental Health.

Cost to City:

Labor of personnel who respond to incident.

Possibly the following:

Labor of personnel who clean up and transport offending materials.
Disposal of materials by private hazardous waste firm.

In the case of a sewage spill, the cost of abatement would be placed on the property owner. If the property owner refused to pay for the cleanup, a lien against the property would be filed with the County Recorder's Office.

3. MORE THAN 100 GALLONS OF DIESEL FUEL OR 25 GALLONS OF GASOLINE, MOTOR OIL, LUBRICANT, OR OTHER AUTOMOTIVE FLUID:

Responsibility:

The County Fire Department responds to the scene of the incident, determines extent of hazard and summons County Health HazMat Unit if necessary. The City may be responsible for cleanup and disposal. The responsible department initiates incident command and control, hazardous substance containment, cleanup, disposal, enforcement of hazardous waste laws, and final clearance of the scene, personnel, and equipment from contamination.

Actions:

These include assessing the incident, setting up the incident command system, gaining assistance, conducting rescue, isolating the scene, evacuation, substance identification, containment, cleanup, and final clearances.

1. Call Fire Department and the County Health HazMat Unit. HazMat will try to identify a responsible party.
 - a. Responsible Party Identified. HazMat will require the responsible party to effect cleanup and disposal and cover the cost. HazMat will also prosecute this party under state law governing the violation.
 - b. No Responsible Party Identified. The City of Covina must assume responsibility for cleanup and disposal.
2. If necessary, the City, under the supervision of HazMat, ensures that cleanup and disposal are completed.
 - a. Moderate amount, no complications. The Public Works Department will manage cleanup and disposal if the substance is containerized, or a spill is amenable to dry cleanup measures.
 - (1) Containers will be taken to the City Yard and the contents recycled or properly disposed of.
 - (2) In the case of a spill, the substance will be treated with sand or kitty litter, which will then be swept up, containerized, and taken to the City Yard. Under no circumstances shall the litter or sand used in cleanup be left on the street or other surface. If left to be dispersed by wind, rain, or vehicle traffic, the contaminated litter or sand will eventually enter the storm drain system in violation of the City's NPDES permit requirements.

- (3) If the containerized substance or contaminated litter should not be placed in the trash, the Public Works Department will solicit bids from three private hazardous waste disposal firms for a non-emergency pickup.
- b. Large amount OR complications. If the amount is too large for City resources, or there are complications that place cleanup and disposal beyond City capabilities, Public Works Department will solicit bids from three private hazardous waste disposal firms and select the low bid to report to the scene to perform cleanup and disposal. In an emergency that is time-critical, the Public Works Department may select a firm without soliciting bids.

Cost to City:

Labor of personnel who respond to incident.

Possibly the following:

Labor of personnel who clean up and transport offending materials.
Disposal of materials by private hazardous waste firm.

4. LESS THAN 100 GALLONS OF DIESEL FUEL OR 25 GALLONS OF GASOLINE, MOTOR OIL, LUBRICANT, OR OTHER AUTOMOTIVE FLUID WITH COMPLICATIONS (for example, the material is running into a storm drain):

Responsibility:

Most frequently this type of incident will be due to a vehicle accident where complicating circumstances make cleanup and disposal difficult. The County Fire Department responds to the scene of the incident, determines extent of hazard and summons County Health HazMat Unit if necessary. The City may be responsible for cleanup and disposal. The responsible department initiates incident command and control, hazardous substance containment, cleanup, disposal, enforcement of hazardous waste laws, and final clearance of the scene, personnel, and equipment from contamination.

Actions:

These include assessing the incident, setting up the incident command system, gaining assistance, conducting rescue, isolating the scene, evacuation, substance identification, containment, cleanup, and final clearances.

1. Call Fire Department and the County Health HazMat Unit. HazMat will determine how to handle the incident. Fire or Police Department will try to identify a responsible party.
 - a. Responsible Party Identified. HazMat will require the responsible party to effect cleanup and disposal, and cover the cost. Alternatively, the responsible party may elect to pay a fee to the City to cover the cost of cleaning up and disposing of the offending substance. The City will be responsible for ensuring that cleanup and disposal are completed.
 - b. No Responsible Party Identified. The City of Covina must assume responsibility for cleanup and disposal.
2. If necessary, the City, under the supervision of HazMat, ensures that cleanup and disposal are completed.
 - a. Can be handled with City resources. If HazMat believes that the incident can be taken care of with City resources, Public Works personnel will clean up and dispose of the material.
 - (1) Containers will be taken to the City Yard and the contents recycled or properly disposed of.
 - (2) In the case of a spill, the substance will be treated with sand or kitty litter, which will then be swept up, containerized, and taken to the City Yard. Under no circumstances shall the litter or sand used in cleanup be left on the street or other surface. If left to be dispersed by wind, rain,

or vehicle traffic, the contaminated litter or sand will eventually enter the storm drain system in violation of the City's NPDES permit requirements.

(3) If the containerized substance or contaminated litter should not be placed in the trash, the Public Works Department will solicit bids from three private hazardous waste disposal firms for a non-emergency pickup.

- b. Cannot be handled with City resources. Because of the complicating circumstances, it is likely that HazMat will direct the City to have a private hazardous waste disposal firm clean up and dispose of the material. Public Works Department will solicit bids from three private hazardous waste disposal firms and select the low bid to report to the scene to perform cleanup and disposal. In an emergency that is time-critical, Public Works Department may select a firm without soliciting bids.

Cost to City:

Labor of personnel who respond to incident.

Possibly the following:

Labor of personnel who clean up and transport offending materials.
Disposal of materials by private hazardous waste firm.

5. LESS THAN 100 GALLONS OF DIESEL FUEL OR 25 GALLONS OF GASOLINE, MOTOR OIL, LUBRICANT, OR OTHER AUTOMOTIVE FLUID WITHOUT COMPLICATIONS:

Responsibility:

Most frequently this type of incident will be due to a vehicle accident that causes automotive fluids to leak or spill onto the street. County Fire Department personnel report to the scene. City is responsible for cleanup and disposal of the offending substances.

Actions:

1. Fire Department responds to the incident without calling the County Health HazMat Unit. After reporting to the scene, Fire or Police Department personnel will try to identify a responsible party.
 - a. Responsible Party Identified. The responsible party must pay a fee that will cover the cost to the City and County of responding to the incident and cleaning up and disposing of the fuels or other substances. The City ensures that cleanup and disposal are carried out.
 - b. No Responsible Party Identified. The City must assume responsibility for cleanup and disposal.
2. The Public Works Department will manage cleanup and disposal if the substance is containerized, or a spill is amenable to dry cleanup measures.
 - a. Containers will be taken to the City Yard and the contents recycled or properly disposed of.
 - b. In the case of a spill, the substance will be treated with sand or kitty litter, which will then be swept up, containerized, and taken to the City Yard. Under no circumstances shall the litter or sand used in cleanup be left on the street or other surface. If left to be dispersed by wind, rain, or vehicle traffic, the contaminated litter or sand will eventually enter the storm drain system in violation of the City's NPDES permit requirements.
 - c. If the containerized substance or contaminated litter should not be placed in the trash, Public Works Department will solicit bids from three private hazardous waste disposal firms for a non-emergency pickup.

Cost to City:

Labor of personnel who respond to incident.

Possibly the following:

Labor of personnel who carry out cleanup and disposal.
Disposal of materials by private hazardous waste firm.